



AGENDA

Public Records Board Monday, August 30, 2021 - 1:00 pm

Please be advised: This meeting will be conducted remotely via Teams.

To attend the meeting, click: [Join the meeting](#)

To attend the meeting via phone, call: 608-571-2209 and use PIN: 609463424#

**If you believe you are unable to attend this meeting remotely,
please call (608) 266-2996 at least 24 hours prior to the meeting.**

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1. Call to Order (Ferguson)
 2. Approval of June 14, 2021, Minutes *
 3. Comments from Chair (Ferguson) – Continued impact of COVID-19 on Board meetings.
 4. Committee Reports
 - a. Records Management Committee (Ferguson) *
 - i. Review of Records Retention Disposition Authorizations (RDAs) on Third Quarter 2021 Public Records Board (PRB) Record Series Index (<https://publicrecordsboard.wi.gov/Pages/Meetings/PRB.aspx>)
 - 61 RDAs from 11 state agencies
 - 25 RDAs from 3 county and local governments
 - 30 RDAs from the University of Wisconsin
 - 13 RDAs from the General Records Schedules
 - b. Operations and Training Advisory Committee Report (Laundrie) – Julie Laundrie will provide an update on the Committee and upcoming projects.
 - c. Policy & Governance Committee Report (Ferguson) – Paul Ferguson will provide an update on the Committee.
 - i. Records Retention Schedule (RDA) Extension *: RDA Extension policy, including the current information gathering document, the RDA Extension Policy Form, and the conversion of the document into an official form, PRB-005.
 5. General Records Schedule Updates *
 - a. Administrative GRS: workgroup will provide an overview of the revisions and updates made to the draft.
 - b. County GRS & School District GRS: the end of the first extension of each GRS, and the possible need for second extensions for each GRS.
 6. Adjourn

* Items scheduled for Board action. The Board may also take action on other agenda items as appropriate.